

PROPOSED MISSION AND FUNCTION STATEMENT

OFFICE OF SCIENCE

OFFICE OF MAJOR SYSTEMS ASSESSMENT

MISSION

This office plans, reviews, and administers process and systems assessments for the SC organization. These plans include construction project plans and proposals.

FUNCTIONS

1. Provides independent advice to the Director of the Office of Science relating to those activities essential to constructing and operating major research facilities. These facilities include large particle accelerators, fusion systems, research laboratories, and research devices, etc. In addition, provides professional management and staff support regarding these functions to SC program offices. Prepares analytical documents as required by top management of the DOE or other Government officials on the status of facilities.
2. Directs and supervises the development, initiation, and implementation of policies, plans and procedures for design, fabrication, construction, commissioning, operation and decommissioning of research/conventional facilities and devices required to support SC programs. These facilities are located throughout the United States at universities, national laboratories, industrial centers and foreign countries. Ensures the establishment of appropriate management arrangements for executing these activities both within DOE and at all off-site locations. Directs the planning, review, evaluation and execution of SC facility construction activities.
3. Represents the Director of the Office of Science in meetings with DOE, Office of Management and Budget (OMB), Congress, and other oversight or investigatory bodies on all matters involving the planning, design, construction and operation of research facilities. Coordinates and acts as liaison for SC program office activities with other DOE and non-DOE offices on these matters. Serves as SC's representative on the Life Cycle Asset Management Steering Group and the Federal Facilities Council on Project Management. Represent SC on the DOE Program Project Management Team (PPMT).
4. Acts as the SC Secretariat for the Energy Systems Acquisition Advisory Board (ESAAB) and the project Baseline Change Control (BCC) process. In this capacity, establishes and implements procedures for the conduct of the ESAAB preparation and PBCC process. Facilitates program office compliance by providing hands-on assistance in the preparation of documents, maintaining schedules and coordinating with all other DOE offices engaged in the process.
5. Conducts independent technical, cost, schedule and management peer reviews of SC construction projects and large experimental equipment. Most reviews are conducted semiannually for ongoing projects and large experimental equipment. Also, reviews large projects prior to requesting construction funds in the budget process to establish technical, cost and schedule baselines, and prior to requesting authorization to start operations.
6. Coordinates and conducts validation reviews for SC projects for inclusion in the fiscal budget process. Provides guidance and participates in the preparation, justification, and support of program offices' construction budgets within the Department and through the Executive and Congressional budget cycles.
7. Provides management and staff support regarding construction management activities to the SC program offices; collaborates closely with these SC organizations and provides oversight services on construction management issues.